

document the preliminary investigation in the comments section of the HP-745. Supplemental information can be attached if needed. (Requests for secondary employment requiring a permit, license, or certification shall have a copy of such permit, license, or certification attached to and submitted with the HP-745.) The written request will be forwarded to the appropriate Section Director, Troop/Unit Commander for Approval.

At any time the scope, responsibilities, or duties of an approved secondary employment changes, the member must resubmit form HP-745, which shall include the change in scope, responsibilities, or duties the member will be performing for approval. The member must deliver the HP-745 to their immediate supervisor without delay, and the member **shall not** perform the new duties, responsibilities prior to the HP-745 being approved. This process shall also apply if the member decides to pursue secondary employment with another agency, or business, even if the duties, scope, or responsibilities are the same as those being performed by the member at a previously approved secondary employment position.

VI. ELIGIBILITY

In order to be eligible for secondary employment, a member must be in good standing with the Patrol. Continued approval of a member's secondary employment is contingent upon such good standing. If a member's good standing or overall job performance has deteriorated beyond acceptable standards, the affected member's supervisor may recommend to the appropriate Section Director/Troop/Unit Commander that the affected member be ineligible to engage in any future secondary employment function or have an active secondary employment status revoked until the member's overall job performance standards/good standing has reached an acceptable level. This recommendation shall be in writing, and shall include the facts that lead to the supervisor's recommendation. The status of members taking part in the Safety and Courtesy Program (SAC) shall be reviewed on a case-by-case basis.

Members must have completed their probationary period of employment before being eligible for secondary employment. On the HP-745 the member shall list the required duties and responsibilities to be performed. The requesting member shall submit the HP-745 to the appropriate Section Director, Troop/Unit Commander, via the chain-of-command. The Section Director, Troop/Unit Commander shall have the authority to approve or disapprove the request of the member.

Members are eligible for secondary employment with another law enforcement agency or private security firm, provided, the member performs such duties under the authority of the affected law enforcement agency or private security firm. Members are required to meet all requirements and follow the procedures set forth in this directive prior to engaging in any secondary employment with another law enforcement agency or private security firm. **(CALEA 22.3.4)**